

**UNIVERSITY
OF
WEST GEORGIA**

**MPA
STUDENT HANDBOOK**

**College of Social Sciences
Department of Political Science**

Master of Public Administration Student Information

To complete the MPA degree all of the following must be completed:

Must complete all 7 Core Courses

The same 4 are always offered in Fall semester and the other 3 always in the Spring Semester. No core courses are ever offered in Summer Semester.

Fall: POLS 6201 Theory of Public Administration and Ethics; POLS 6202 Research Methods for Public Administration; POLS 6203 Public Organizational Theory; POLS 6206 Public Human Resource Management.

Spring: POLS 6200 Public Budgeting and Financial Management; POLS 6204 Public Policy Analysis/Evaluation; POLS 6205 Administrative Law and Procedures.

Must complete 4 Elective Courses

Public Administration Internship is one elective course and must be completed if not working full time.

Elective Courses are 5000 or 6000 level courses offered by the Political Science Department or other departments (courses from other departments must be approved by MPA Director).

Elective Courses are offered in Fall, Spring and Summer Semesters.

Classes offered on campus in Carrollton or on-line.

Exit Paper

Register for POLS 6287 (Comprehensive Research Project): Select an Exit Paper Committee Chair from the MPA faculty. Select two other committee members. Work with the Chair to pick an appropriate topic. Write a Research Prospectus explaining what you will study, how you plan to study it, and how you will analyze what you find. Turn in the first draft to Chair. Rewrite and give second draft to Chair and other committee members. Rewrite again and give final version to all committee members.

Oral Defense

Deliver a comprehensive verbal presentation explaining your exit paper research. Respond to questions from the committee members.

Paperwork: Complete all required forms and meet all deadlines (see guidelines in MPA Orientation Book).

Questions? Contact the MPA Director: Dr. Sanders bsanders@westga.edu 678-839-4995.

Public Administration Internship

Students not working in the public or nonprofit sector will do an internship (POLS 6286- Public Administration Internship). The internship must be approved by the Director and the student will enroll in POLS 6286. The student will also fill out the Internship Form and give it to their supervisor who will fill out the assessment of the intern section and return it to the Director by e-mail, mail or in a sealed envelope to the student. In-service students will take another elective in lieu of the Internship.

Important MPA Degree Information

1. **Deadline Compliance.** Failure to comply with Exit Paper and Graduation deadlines will result in graduation delays.
2. **Schedule.** Schedule early with your major professor and discuss the role of your committee members in the process.
3. **Six Year Rule.** You have six (6) years from the date of your oldest course to complete the MPA degree.
4. **Transfer Hours.** Students may not transfer in more than six hours to the MPA program. Subject to Departmental and Graduate School office approval. Transfer hours count as campus hours. Courses taken during a period that would place a student beyond the six-year time period for the completion of his/her degree are not transferable. Transfer of credit forms may be obtained in the Graduate Office.

Graduate Assistants

Students may apply to become Graduate Assistants by filling out a GA application form and returning it to the Director. Student assistants help with research, grading, and office work, and they receive a tuition waiver and a stipend. Positions are for 10 and 20 hours a week.

If you have any questions about the program, do not hesitate to ask.

MASTER OF PUBLIC ADMINISTRATION

UNIVERSITY OF WEST GEORGIA

Pre-Service Option

NAME _____

ID # _____

The Professional Core (21 hours)			
POLS 6200	Public Budgeting and Financial Management	3	
POLS 6201	Theory of Public Administration and Ethics	3	
POLS 6202	Research Methods for Public Administration	3	
POLS 6203	Public Organizational Theory	3	
POLS 6204	Public Policy Analysis/Evaluation	3	
POLS 6205	Administrative Law and Procedures	3	
POLS 6206	Public Human Resource Management	3	
The Elective Track (9 hours)			
		3	
		3	
		3	
POLS 6286	Public Administration Internship	3	
POLS 6287	Comprehensive Research Project (exit paper)	3	
	TOTAL HOURS	36	

MASTER OF PUBLIC ADMINISTRATION

UNIVERSITY OF WEST GEORGIA

In-Service Option

NAME _____

ID # _____

The Professional Core (21 hours)			
POLS 6200	Public Budgeting and Financial Management	3	
POLS 6201	Theory of Public Administration and Ethics	3	
POLS 6202	Research Methods for Public Administration	3	
POLS 6203	Public Organizational Theory	3	
POLS 6204	Public Policy Analysis/Evaluation	3	
POLS 6205	Administrative Law and Procedures	3	
POLS 6206	Public Human Resource Management	3	
The Elective Track (12 hours)			
		3	
		3	
		3	
		3	
POLS 6287	Comprehensive Research Project (exit paper)	3	
	TOTAL HOURS	36	

Certificate programs.

Public Management.

Non-Profit Management and Community Service

Disaster Management

(See UWG Graduate Catalog for details)